

**Minutes of Regular Meeting of
North Los Angeles County Regional Center
Board of Trustees**

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting via Zoom on August 12, 2020.

Trustees Present

Nicholas Abrahms

Dena Bogrow

Adam Breall

Elena Burnett

Christina Cannarella

Marianne Davis

Leticia Garcia

Sharoll Jackson

Nelmonika Jones

Jennifer Koster

Angelina Martinez

Lillian Martinez

Ana Laura Quiles

Jeremy Sunderland

Curtis Wang

Gabriela Herrera

Trustees Absent

Caroline Mitchell

Ivette Arriaga

Guests Present

Victoria Berrey

Jacqueline Gaytan

Staff Present

Ruth Janka

Michele Marra

Kim Rolfes

Jesse Weller

Sandra Rizo

Cheryl Blizin

Ana Maria

Parthenis-

Rivas

1. Call to Order & Introductions - Elena Burnett, Board President

- A. Elena called the meeting to order at 6:33 p.m. and welcomed everyone. Ruth introduced Ana Maria Parthenis-Rivas (Michele Marra's assistant) as the Spanish interpreter, Sandra Rizo (Jesse Weller's assistant), and Cheryl Blizin (Kim Rolfes' assistant) providing support for tonight's meeting, in Jennifer Kaiser's absence.
- B. Elena also mentioned that most everyone knew Victoria Berry from Family Focus Resource Center and Jacqueline Gaytan, NLACRC's liaison with DDS, whom were also present at the meeting as guests.

2. Public Input & Comments (3 minutes)

- A. Michele announced that anyone needing Spanish translation should call 818-756-6199 and enter passcode 241141664#. This information is also posted on the meeting chat. As a reminder, please speak one at a time so that the Spanish translation can be effective.
- B. Ana Quiles shared concern over current police situation, and wanted to know if there is a way to have police officers know the population they are dealing with. Especially our population, which is not easy to identify. This is also a topic that Ana brought up at the VICA meeting.
- C. Angelina Martinez shared that she attended the ARCA orientation with Daniel and Amy to introduce herself.
- D. Dena Bogrow and Elena Burnett participated in the last VICA meeting and expressed that when a vaccine does become available, we may need assistance in providing it to our consumers, so those that want the vaccine can access it.
- E. Victoria Berry shared that she is engaging with parents/family members during the pandemic. They also host a variety of on-line parent support groups. Launched the African American/Black support group, which met in July and again in August. Hosted a back to school virtual training on Distant Learning. Webinars have been recorded for people to view them online. Family Focus Resource Center calendar of events link; <http://www.csun.edu/family-focus-resource-center/events>, and Family Focus Resource Center YouTube page: https://www.youtube.com/channel/UCOirxulnSjP4v6ngHAitVxQ?view_a=s=subscriber.

- F. Christina Cannarella shared that a mother of a consumer reached out her because the consumer was informed by a service provider that the consumer was not allowed to be part of their program because the individual uses a wheelchair. Cristina reported that both the consumer and mom were very upset about this situation. Christina requested to get clarification on how service providers determine who can and who cannot be part of their program and is seeking guidance from the Board.

Action: Dr. Weller/Kim Rolfes will connect with Christina to obtain more information. For now these matters can be escalated to Dr. Weller and Kim, and they will look into it.

3. Consent Items

A. Approval of Revised Agenda

Move item 11C: Activation of Ad Hoc Bylaws Committee to become the new agenda item 5.A.2 under Additional Action Items, and add Changes to Critical Calendar for FY 2020-21 as new item 5.A.3 under Additional Action Items. Approval of changes to revised agenda. Under 4.A.1. Approval of Contracts, move items a, d, and e under 11. Executive Committee G. Action Taken to Approve Contracts. Add under 11. Executive Committee, item H. Board Member Whistleblower Policy and item I. Executive Director's Performance Evaluation

M/S/C (M. Davis/C. Wang) To approve the revised agenda as modified.

B. Approval of June 10th Board Meeting Minutes

Back in June when doing the Committee Action Items section, there was a bit of confusion with abstentions in section 6.B.2 on the approval of contracts concerning conflict of interest. An updated draft has been completed, and Ruth shared the revised document via zoom, which will also be sent to committee members. In section 7.A.2.b., the Master Board Resolution – AV relocation project, needs to be removed, as it is not part of the board resolution. These are changes to reflect voting that occurred based on board member conflict of interests (CoIs) at this time. Christina expressed that she physically abstained on many of the contracts presented at the May 2020 Executive Committee meeting, which were included as part of the June 10th Board meeting packet, page 106.

Action: Ruth will make a note of this, and add to the agenda at next Executive Committee meeting.

M/S/C (L. Martinez/C. Cannarella; Abstentions: A. Martinez & A. Breall) To approve the minutes with changes presented by Ruth.

Jeremy expressed concern over the number of Board members with CoIs, and the potential impact it may have over the Board's ability to execute contracts.

4. **Committee Action Items**

A. Administrative Affairs Committee - Ana Quiles

1. Approval of Contract: Access One – PL1950-062

M/S/C (G. Herrera/M. Davis; Abstentions: D. Bogrow/C. Cannarella/L. Martinez) To approve the contract with Access One PL1950-062 as presented.

2. Approval of Contract: Access One – HL0919-862

M/S/C (G. Herrera/M. Davis; Abstentions: D. Bogrow/C. Cannarella/L. Martinez) To approve the contract with Access One HL0919-862 as presented.

3. Approval of Contract: PathPoint PL1901-055

M/S/C (A. Breall/A. Quiles) Abstentions: M. Davis/C. Cannarella) To approve the contract with PathPoint as presented.

4. City National Rewards Program Points Redemption Authorization

M/S/C (J. Sunderland/A. Martinez) To approve action of the board to authorize NLACRC's Facilities Manager, Taneca Townsend to have access to City National Rewards Program Points for NLACRC to be able to redeem points earned.

B. Government & Community Relations Committee – Jeremy Sunderland

1. Approval of Board's Legislative Priorities for FY 2020-21

M/S/C (E. Burnett/D. Bogrow) To approve and pass the draft of the board's Legislative Priorities for F.Y. 2020-21

5. Additional Action Items

A. Executive Committee - Elena Burnett

1. Approval of Ana Quiles' Conflict of Interest Resolution Plan

Michele provided notification of Conflict of Interest for Ana Quiles and resolution plan. In review of the conflict of interest, a plan was put in place for Ms. Quiles to recuse herself from voting on any Caring Family Support matters.

M/S/C (L. Martinez/G. Herrera; Abstentions: D. Bogrow/A. Breall/J. Sunderland/A. Quiles) To approve conflict of interest resolution plan for Ana Quiles.

2. Activation of Ad Hoc Bylaws Committee

There was a motion made to create a committee that would activate the Ad Hoc Bylaws Committee. At least four volunteers are needed to create this committee. If any committee member is interested, they can e-mail Elena Burnett.

M/S/C (J. Sunderland/A. Quiles) Motion to approved creating an Ad Hoc Bylaws Committee.

3. Revised Board Critical Calendar for FY 2020-21 (Packet 1, p. 50)

Changes to the Critical Calendar for FY 2020-21 were the removal of COI statements, removal of new board member contractual screening process, and Medi-Cal clearance forms for new members to later on in the fiscal year. A training will be provided in May 2021 on Conflict of Interest. In June 2021, Michele will distribute COI statements to board members for their signature and returned for review prior to July 1st. Confidentiality statements also need to be completed by board members in June 2021 for filing for the next fiscal year. These modifications to the critical calendar for next fiscal year will be more effective.

One more amendment by Ruth for November is approval of board member training plan, which needs to be submitted to DDS.

M/S/C (M. Davis/J. Sunderland) Motion to approved critical calendar for FY 2020-21 as modified.

B. Administrative Affairs Committee – Ana Quiles

1. Approval of Contract Assurance Family Services – PL1973-055

This is a new vendor that provides Community Integration Training services.

M/S/C (C. Cannarella; Abstention: E. Burnett/M. Davis) To approve contract with Assurance Family Services as presented.

6. **Association of Regional Center Agencies** – Angelina Martinez

Angela provided her report from ARCA meeting stating she introduced herself to the ARCA delegates as a new member of their committee. Angela learned a lot at her first meeting, and will be in contact with Elena Burnett to find out what the Center's priorities, so that she can bring these back to the ARCA committee. The Center's priorities will be discussed at next month's meeting.

Action: Add NLACRC's Priorities for ARCA Committee to Board agenda for September 9, 2020.

Debra Newman termed off of the board at the end of June 2020, and a new chair for the ARCA Board Delegates Group needs to be recruited.

7. **Executive Director's Report** – Ruth Janka

Ruth gave her executive director's report which included information on the state budget, Cares Act, legislation, allocation methodology, COVID-19, regional center operations, and community and systems activities. The center's monthly quality assurance, consumer statistics, and special incident reports were included in meeting packet.

Christina Cannarella shared that it would be good to have all the various opportunities available for consumers to participate in meetings/trainings etc. She also wanted to know the difference between Cafecito and Aprendiendo Entre Nos. – Cafecito was initiated to come together as a community and build relationships to connect with the regional center. From the Cafecito meetings, parents wanted to know more on various regional center topics, and this is how the Aprendiendo Entre Nos group was created. Aprendiendo is a spinoff from Cafecito to address the training needs of our community.

8. Administrative Affairs Committee - Ana Quiles

A. Minutes of July 29th Meeting

Agenda item was deferred, as the minutes for the July 29th Administrative Affairs meeting were not available yet.

B. FY 2019-20 Financial Report

The June 2020 financial report showed that the center's operations budget for FY 2019-20 was \$56,146,244 and the purchase of service (POS) budget was \$501,026,547 for a total budget of \$557,172,791. We are projecting a deficit in our POS budget of \$6,849,594.

C. FY 2020-21 Financial Report

The July 2020 financial report showed that the center's projected B-1 operations budget for FY 2020-21 is \$59,169,643 and the purchase of service (POS) budget is \$501,026,547 for a total budget of \$622,063,351.

D. Human Resources Reports

1. July 2020 Report

Michele gave her Human Resources report, which included information on open positions, vacant positions, new hires, promotions/transfers, and separations as of July 2020. There are 523 positions filled, and NLACRC is authorized for 566 positions for FY 2020-2021.

2. 4th Quarter Report

Michele gave the Human Resources 4th Quarter Report and mentioned that our hiring has decreased, although there are nine potential hires for September. This information is missing from the 4th quarter report, but will be added, and report will be revised and sent to board members. NLACRC's turnover rate is .08%, which is better than the national average.

9. Consumer Advisory Committee – Caroline Mitchell

A. Minutes of the August 5th meeting

Agenda item was deferred, as the minutes for the August 5th Consumer Advisory Committee meeting were not available yet.

10. Consumer Services Committee - Nelmonika Jones

A. Minutes of the July 15th Meeting

The minutes were included in meeting packet, and the conflict that was reported in the July meeting with regard to the meeting dates for the new African-American parent support group have been fixed. The new African-American parent support group meeting dates no longer conflict with the Consumer Services Committee meeting.

B. 4th Quarter Exceptions/Exemptions Report

Report was included in meeting packet for members review.

C. 4th Quarter Consumer Diagnosis Report

Report was included in meeting packet for members review.

D. 4th Quarter Appeals/Hearings Report

Report was included in meeting packet for members review.

11. Executive Committee - Elena Burnett

A. Minutes of the July 29th Meeting - *Deferred*

Agenda item was deferred, as the minutes for the July 29th Executive Committee meeting were not available yet. .

B. Approved Board Primary Activities for FY 2020-21

M/S/C (D. Bogrow/C. Wang) To approve the FY 2020-21 board primary activities list as presented.

C. Presentation of Changes to Board's Transparency & Public Information Policy

Kim presented the changes to the Board's Transparency & Public Information policy for the Board of Trustee's review. Any comments or changes recommended by board members should be directed back to the Executive Committee for

consideration. The final version of the Transparency & Public Information Policy will be presented to the Board of Trustees for approval in September.

D. FY 2020-21 Board Training Plan

Six training topics have been identified for the year: Cultural and Linguistic Competency, Board Governance, Lanterman Act, Working Collaboratively, DDS/RC Contract, and Financial/Fiscal. The Executive Committee was proposing to have four trainings conducted throughout the year. Discussion was held by the Board. Marianne suggested having a virtual retreat that incorporates a full day of training, rather than having multiple trainings throughout the year. Another suggestion was to have two trainings per year: one in the fall and one in the spring. Additionally, a weekend day, such as a Saturday, was also proposed as a training date. It was agreed that to conduct one training in the fall and one training in the spring. Each training day will incorporate three training topics.

Training topics for the fall were Lanterman Act, Working Collaboratively, Board Governance, and Introduction to the various Regional Center Departments and their Functions.

Training topics for the spring were Cultural Competency, DDS Contract, and Fiscal/Financial.

It was recommended that the Executive Committee look for a Saturday in October as a possible date to conduct the fall training.

E. FY 2019-20 Board Action Log – Deferred

Review of FY 2019-20 Board Action log was deferred.

F. Action Taken to Approve Contracts

1. Addendum No.2 to Master Loan and Security Agreement
2. Master Board Resolution: COVID-19 Related New Contracts
3. Master Board Resolution: COVID-19 Additional of Sub-codes
4. Emon Abdolsalehi Najafi – PL1944-785
5. CPES – PL1876-109
6. CPES – PL1865-113

The Executive Committee took action, on behalf of the Board of Trustees, to approve the contracts listed above. Summaries of the contracts were included in the meeting packet.

G. Board Member Whistleblower Policy

Michele will be sending out the Whistleblower Policy in via electronically for board members to review, sign and return to Michele.

H. Executive Director Performance Evaluation by Board President

Elena will be contacting Michele to look at critical calendar to schedule a zoom meeting to go over the executive director's performance evaluation as required.

12. **Government & Community Relations** – Jeremy Sunderland

A. Minutes of the July 15th Meeting

The minutes were included in the meeting packet for members review.

B. Legislative Educators' Report

Michele Heid and Raquel Armendariz were not present to provide highlights of their written report. It was recommended that board members read the educators' materials to stay informed on what is going on within our government, as it contains useful information. Written report was included in meeting packet.

13. **Nominating Committee**

A. Minutes of the August 5th Meeting – *Deferred*

Agenda item was deferred, as the minutes for the August 5th Nominating Committee meeting were not included in meeting packet.

14. **Post-Retirement Medical Trust Committee** – Elena Burnett

A. Minutes of the July 29th Meeting –*Deferred*

Agenda item was deferred, as the minutes for the July 29th Post-Retirement Medical Trust Committee meeting were not available yet.

B. Statement on Current PRMT Trust Value

The current statement of the PRMT Trust value reports a market value of \$26,780,713, an increase of \$2,436,054 since the last report in April. The average annualized rate of return to date since inception for this trust to date is 5.78

percent, and 1.98 percent for the past year. The statement was included in meeting packet. The investment strategy for the PRMT is balanced portfolio strategy.

C. Statement of Current UAL Trust Value

The current statement of the CalPERS UAL contribution trust value reports market value of \$3,088,602, a decrease of \$260,098 due to a disbursement made from the UAL Contribution Trust to CalPERS retirement. The average annualized rate of return since inception is 0.53 percent. The statement was included in meeting packet. The investment strategy for the UAL Contribution Trust is growth and income.

15. Strategic Planning Committee

A. Minutes of the August 3rd Meeting

The minutes were included in meeting packet for members' review.

B. DDS Approval of 2020 Performance Contract

DDS approved NLACRC's 2020 performance contract. The contract measures how well the regional center is doing in meeting our goals and fulfilling our contract with DDS. We are in the process of scheduling our Performance Contract public meetings for September, 2020. Report was included in the Board meeting packet.

C. 4th Quarter Report on CIE and PIP Activities

1. 11 additional consumers were approved for the program bringing our total to 86 consumers.
2. No additional service providers were approved for the CIE or PIP program, however the Center has a total of 18 service providers authorized to receive CIE and/or PIP.
3. No incentive payments were made during the quarter ending June 2020, there are total of 81 incentive payments made during the fiscal year. CIE incentive funds are paid to service providers after 30 days, 6 months, and 12 months of continuous employment of a consumer.

D. 4th Quarter Report on Program Closures

The center has had no program closures during the quarter ending June 2020, there are a total of 12 program closures for the fiscal year, which had an impact on 52 consumers.

E. 4th Quarter Report on New Vendorizations

The Center had 39 new vendorizations during the 4th quarter.

F. 4th Quarter Report on Health & Safety Waiver Exemptions

The Center received 13 health & safety waivers from service providers for 96 consumers during FY2019-2020. 6 health & safety waivers for 70 consumers were approved; 4 health & safety waivers for 23 consumers were denied; and, 3 health & safety waivers for 3 consumers were withdrawn.

G. 4th Quarter Report on Health & Safety Waiver Exemptions COVID-19

The Center received 34 health & safety waivers from service providers for 65 consumers related to COVID-19 during FY2019-2020 and all 34 health & safety waivers submitted by service providers were approved.

16. Vendor Advisory Committee - Sharoll Jackson

A. Minutes of the June 4th Meeting

The minutes were included in meeting packet for members' review.

B. Minutes of the August 6th Meeting - Deferred

Agenda item was deferred, as minutes for the August 6th Vendor Advisory Committee meeting were not available yet.

17. Old Business/New Business

A. Review of DDS Board Composition Report

Ruth informed board members that we are required to submit a board composition report to DDS to ensure we conform with Welfare & Institution Code requirements. The report is due August 15th, and Ruth has asked for an extension, but we are not sure it will be granted. Copy of the letter from DDS regarding this report was included in meeting packet.

B. Board and Committee Meeting Attendance Sheets

Updated attendance sheets are always included in the meeting packet. The board bylaws state that if members miss 5 meetings in a 1-year period or 3 meetings in a row, it will be considered as resignation.

C. Updated Acronyms Listing

An updated list of acronyms is always included in the board meeting packet.

D. Meeting Evaluation

Since meetings are being held virtually, the meeting evaluation form cannot be completed as before. Please email any comments or questions about tonight's meeting to Elena.

18. Announcements/Information/Public Input

A. Sharoll gave recognition to DDS acknowledging that they too have a tough job, as they need to get approval just as we do. They have come through, and they do communicate to regional centers in as timely as possible any new directives and the regional center in turn communicates these updates to providers. Vendors are grateful for regional center and DDS's support.

B. Ana mentioned that she appreciates receiving NLA's "News You Can Use", which is very informative and supportive.

C. Elena mentioned that Jennifer Kaiser is retiring and a zoom celebration to recognize Jennifer is in the works. Jennifer has requested that in lieu of a gift that a donation be made on her behalf to Tierra del Sol Foundation. The board would like to have Jennifer present at next year's Board Retreat/Dinner to celebrate Jennifer appropriately and in person. The Center is soliciting memories/photos of Jennifer for a Power Point presentation that Michele's department is putting together for Jennifer in honor of her 30 + years at the Center.

D. Dr. Fauci will be attending a virtual event hosted by National Geographic, and Elena has signed up to attend virtually.

E. Next Board Meeting: Wednesday, September 9th, at 6:30 p.m.

19. Adjournment

Elena adjourned the meeting at 9:10 p.m. .

Submitted by,

Cheryl Blizin

Cheryl Blizin
Executive Assistant

for:

Lillian Martinez
Board Secretary

[badmin.aug12.2020]